

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2625

Page 1 of 8

Agency
Baltimore City Department of Social Services

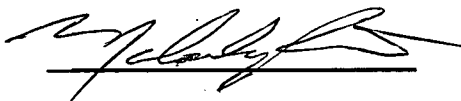
Division/Unit
Finance

Item No.	Description	Retention
1	<u>General Administrative File</u> Original incoming letters; copies of outgoing letters; memoranda; reports; studies; surveys; investigations; action controls; directives; and other miscellaneous papers relating to the administration of the Finance Office.	Screen annually and destroy the material no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.
2	<u>Administrative Logs & Files</u> Returned Check Log; Check Deposit Log; and Children's Electronic Social Services Information Exchange (CHESSIE) vendor addition/changes documentation.	Retain for (3) years or until all audit requirements have been fulfilled, whichever occurs later, and then destroy.
3	<u>Personnel Folders</u> This file consists of evaluations; incoming letters; outgoing letters; grievances; commendations; reclassification requests; promotions; counseling session documentation; hiring; and other miscellaneous papers relating to personnel.	Retain for (3) years after termination of employment, then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date

Signature



Typed Name Malachy Rice

Title Assistant Director for Finance

Schedule Authorized by State Archivist

Date

6/11/2013

Signature



DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. 2625
		Page 2 of 8
Agency Baltimore City Department of Social Services		Division/Unit Finance
Item No.	Description	Retention
4	<u>Audits</u> Copies of Office of Inspector General (OIG) internal audits for Baltimore City Department of Social Services, and Agency's responses to audits.	Retain for (6) years or at least (2) audit cycles, whichever is later, and then destroy.
5	<u>Corporate Purchasing Card & Travel Card Files</u> This Corporate Purchasing Card file consists of the purchasing card log; statements; and receipts for purchases. The Travel Card File consists of travel request forms; memoranda authorizing travel; travel costs estimates; itineraries; the travel card log; and receipts.	Retain for (3) years or until all audit requirements have been fulfilled, whichever occurs later, and then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. 2625
		Page 3 of 8
Agency Baltimore City Department of Social Services		Division/Unit Finance
Item No.	Description	Retention
	<u>Budget Unit</u>	
6	<u>Expenditure of Funds</u> Supporting documents pertaining to BCDSS expenditure of funds, including: monthly DAFR reports; budget papers, worksheets, and estimates.	Retain for (6) years or until all audit requirements have been fulfilled, whichever occurs later, and then destroy.
7	<u>Monitoring</u> Monthly expenditure monitoring reports.	Retain for (5) years, then destroy.
8	<u>Budgetary Reimbursements</u> Bills, invoices, and documentation related to reimbursement from other State agencies.	Retain for (3) years or until all audit requirements have been fulfilled, whichever occurs later, and then destroy.
	<u>Procurement Unit</u>	
9	<u>Procurement – Service Contracts</u> Files for service contracts over \$25,000 or Category III contracts that include a copy of the contract and supporting documentation.	Retain for (7) years from the expiration of the contract, and until all audit requirements have been fulfilled, then destroy.
10	<u>Procurement – Purchasing Records Under \$25,000</u> Items purchased on State contracts; report of partial delivery; and purchase orders (purchase order file with bids, bid board notice, waivers, and other related documents.)	Retain for (3) years or until all audit requirements have been fulfilled, whichever occurs later, and then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. 2625 Page 4 of 8
Agency Baltimore City Department of Social Services		Division/Unit Finance
Item No.	Description	Retention
11	<u>General Accounting</u> <u>Accounts Receivable – Central Collections</u> Central Collections Unit (CCU) accounts receivable files, CCU Collection Statements and Distribution.	Retain until account is resolved via collection or is "written off"* per CCU, then destroy. *Only CCU can write off a collection. Files for collections that have not been written off must be maintained indefinitely.
12	<u>Accounts Receivable – Medical Assistance Co-Pay Contracts</u> Contracts; billing invoices; payments; and correspondence with hospitals.	Retain copy of contract for life of contract and then destroy (Procurement Unit keeps copy of contract for audit purposes.) Retain billing invoices, payments, and correspondence for (3) years or until audit requirements have been fulfilled, whichever occurs later, and then destroy.
13	<u>Accounts Receivable</u> Salary advance repayments; cell phone bills; Temporary Cash Assistance (TCA) and Food Stamp overpayment files including supporting documentation; expense reports; Automated Financial System (AFS) reports; cancelled check reports; and year end work papers.	Retain for (3) years or until all audit requirements have been fulfilled, whichever occurs later, and then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. 2625
Agency Baltimore City Department of Social Services		Division/Unit Finance
Item No.	Description	Retention
	<u>General Accounting</u>	
14	<u>Accounts Payable</u> Invoices and invoice transmittals; certificate of deposits; year-end accrual calculations/payouts; Fund ledgers for Administration and Assistant Accounts; interagency payments; and lease file/rent records.	Retain for (3) years or until all audit requirements have been fulfilled, whichever occurs later, and then destroy.
15	<u>Supplemental Security Income Reimbursement (SSI) / Collections Unit</u> Trust Fund Account Files.	Retain closed trust fund account files for (3) years after youth exits care of BCDSS or until all audit requirements have been fulfilled, whichever occurs later, and then destroy. Retain files for trust fund accounts that become unclaimed property for (10) years after youth exits care of BCDSS, and then destroy.
16	<u>SSI Reimbursement / Collections Unit</u> Promissory Note for SSI interim assistance applications (Form 340).	Retain for (7) years or until all audit requirements have been fulfilled, whichever occurs later, and then destroy.
17	<u>SSI Reimbursement / Collections Unit</u> Foster Care collection files for overpayment; SSI interim assistance case files; and Intra-agency monthly reimbursement files (CARES, CCU, and Cash Postings to DHR).	Retain for (3) years or until all audit requirements have been fulfilled, whichever occurs later, and then destroy.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. 2625

Page 6 of 8

Agency

Baltimore City Department of Social Services

Division/Unit

Finance

Item No.	Description	Retention
18	<p><u>SSI Reimbursement / Collections Unit</u> SSI Representative Payee Reports, Check and Expenditure Reports, and records related to how SSI benefits are spent.</p>	Retain for 3 years after youth exits the care of BCDSS or until all audit requirements have been met, whichever occurs later; and then destroy.
19	<p><u>Banking & Check Processing</u></p> <p><u>Check Processing Unit</u> Check issuance files (Flex Funds, Administration and Assistance Accounts); typed check files (Lay fund, Foster Care Trust, Foster Care Manual, Emergency Grants); monthly Automated Financial System (AFS) expenditure reports; accrual spreadsheets; foster care check registers; Department of Human Resources (DHR) check control sheets; Client Automated Resource Eligibility System (CARES) vendor addition/changes documentation, and; check mailing control forms (one-time only checks; Adoptions and Foster Care checks).</p>	Retain for (3) years or until all audit requirements have been fulfilled, whichever occurs later, and then destroy.
20	<p><u>Banking Unit Cares</u> Overpayment records (overpayment notices, Foster Care Providers); Emergency Assistance to Families with Children (EAFC) grants documentation; Greyhound bus ticket files; travel advance and settlement files; and burial assistance payments.</p>	Retain for (3) years or until all audit requirements have been fulfilled, whichever occurs later, and then destroy.
21	<p><u>Banking Unit</u> 1099 export file (local file transfers of reportable payments); 1099 payment corrections; Administration and Assistance accounts monthly fund control ledgers; monthly composition of funds report; cash receipt books; stop payment records; cancelled checks; bus token and fare distribution ledgers; deposit records, and; AFS monthly reconciliation reports.</p>	Retain for (3) years or until all audit requirements have been fulfilled, whichever occurs later, and then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. 2625
Agency Baltimore City Department of Social Services		Page 7 of 8
Division/Unit Finance		
Item No.	Description	Retention
	<u>Reconciliations</u>	
22	<u>Reconciliation Unit</u> Bank statements; balance sheets and monthly reconciliations for Assistance, Administrative, Lay Fund and Foster Care Trust Accounts; Gift Card reconciliations; journal entries and distribution of charges; and AFS, Administration, and Assistance expenditure reports.	Retain for (3) years or until all audit requirements have been fulfilled, whichever occurs later, and then destroy.
	<u>Payroll</u>	
23	<u>Payroll Unit</u> Time sheet reports (positive time and exception time reports); permanent and contractual employee payroll reports; salary check registries; salary advance records; bi-weekly balance reconciliation reports; and bi-weekly timesheets.	Retain for (5) years or until all audit requirements have been fulfilled, whichever occurs later, and then destroy.
24	<u>Payroll Unit</u> Leave balance calculation reports; leave without pay reports; leave adjustment reports; earned leave reports; loss of compensation time warning reports; lost leave reports; leave bank reports; employee to employee reports; furlough reports; and personnel action forms.	Retain for (5) years or until all audit requirements have been fulfilled, whichever occurs later, and then destroy.
	<u>Fiscal Resolutions</u>	
25	<u>Resolutions Unit</u> Administrative case files for resolutions, including: customer check denials (Telecheck and Certegy); fraud and suspected fraud cases, and; case files for provider payment resolutions.	Retain for (5) years from resolution, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. 2625
		Page 8 of 8
Agency Baltimore City Department of Social Services		Division/Unit Finance
Item No.	Description	Retention
	<u>Federal Funding</u>	
26	<u>Title IV-E Unit</u> Foster Care, Adoption and Guardianship files that include active eligible and ineligible cases.	Retain for (3) years after youth exits care of BCDSS or all audit requirements have been fulfilled, whichever occurs later, and then destroy.
	<u>Foster Care Payment Unit</u>	
27	<u>Foster Care – Payment Histories</u> Foster Care payment records, including: Foster Care and Restricted Foster Care case records; authorization of placement (408 form) for payments processed outside of CHESSIE; returned check logs (Legacy & undeliverable CHESSIE checks); Pre-CHESSIE provider files; Comptroller checks returned to DHR; Accounts Receivable records; check discrepancy log; Pre-CHESSIE Group Home cost sheets; overpayment logs; and administrative case histories.	Retain for (3) years after youth exits care of BCDSS or until all audit requirements have been fulfilled, whichever occurs later, and then destroy.
28	<u>Foster Care</u> Check registries (Foster Care, Guardianships, Restricted Foster Care); AFS System Adjustment Reports; and Legacy System Cumulative History Report.	Retain for (3) years after youth exits care of BCDSS or until all audit requirements have been fulfilled, whichever occurs later, and then destroy.
29	<u>Foster Care</u> Administrative Case Histories	Retain case records for (1) year after final decision, then destroy. Retain records for unresolved cases for (25) years, then destroy.